

Focus Occupation: Receptionists and Information Clerks (43-4171)

Focus occupation: Receptionists and Information Clerks	
Employment and Growth	3,619/ 18.0%
Ave. Monthly Wage	\$2,701
Education/Experience	High school diploma or equivalent

Advance FROM Focus Occupation				
Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	6	2,697/ 13.2%	HS/1-5 yrs	85
Executive Secretaries and Executive Administrative Assistants (43-6011)	5	4,236/ 11.2%	HS/1-5 yrs	87
Legal Secretaries (43-6012)	4	529/ 1.1%	HS	91
Eligibility Interviewers, Government Programs (43-4061)	3	1,061/ 7.0%	AA	70
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	3	587/ 7.9%	HS	89
Bill and Account Collectors (43-3011)	2	574/ 16.0%	HS	81
Information and Record Clerks, All Other (43-4199)	2	1,206/ 10.6%	HS	76
Insurance Claims and Policy Processing Clerks (43-9041)	2	221/ 18.2%	HS	91
Loan Interviewers and Clerks (43-4131)	2	437/ 12.1%	HS	70
Medical Assistants (31-9092)	2	1,438/ 31.9%	HS	84
Medical Records and Health Information Technicians (29-2071)	2	626/ 27.5%	VOC	85
Medical Secretaries (43-6013)	2	647/ 32.0%	HS	98
Billing and Posting Clerks (43-3021)	1	1,563/ 19.5%	HS	86
Interviewers, Except Eligibility and Loan (43-4111)	1	578/ 3.6%	HS	88
Medical Transcriptionists (31-9094)	1	143/ 20.2%	VOC	89
New Accounts Clerks (43-4141)	1	40/ 14.3%	HS	74
Office and Administrative Support Workers, All Other (43-9199)	1	5,100/ 15.7%	HS	86
Reservation and Transportation Ticket Agents and Travel Clerks (43-4181)	1	1,382/ 13.5%	HS	73
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	1	3,633/ 7.4%	HS	93
Telephone Operators (43-2021)	1	120/ 7.1%	HS	82

Transfer TO and FROM Focus Occupation

Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
File Clerks (43-4071)	0	565/-0.7%	HS	81
Office Clerks, General (43-9061)	0	7,318/ 10.3%	HS	98
Switchboard Operators, Including Answering Service (43-2011)	0	186/ 0.0%	HS	95

Advance TO Focus Occupation				
Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Tellers (43-3071)	-1	1,411/ 15.2%	HS	70
Hotel, Motel, and Resort Desk Clerks (43-4081)	-2	1,188/ 13.1%	HS	75
Cashiers (41-2011)	-3	9,246/ 7.2%	Any	71

Important note: A worker does not necessarily have to traverse every rung to advance to or from the focus occupation. Occupations above and below the focus occupation are directly related to the focus occupation, but they are not necessarily directly related to each other. For example, actors and athletes are both related to agents of artists, performers, and athletes, but actors and athletes are not directly related to each other.

Analysis and development of the career lattice is by the Alaska Department of Labor and Workforce Development, Research and Analysis Section.

Data sources used for research and analysis: O*NET (Occupation Information Network), Alaska Occupational Data Base (ODB), Standard Occupational Classification Manual, North American Industry Classification System manual, Bureau of Labor Statistics Occupational Employer Survey (OES) wage estimates.